

# Montana Department of Agriculture

## Mini-Grant Application Instructions

Please use these instructions to help fill out the application form. The items in **boldface** correspond to the sections of the form.

### **Project Title**

- Use this section to provide a short title for your project that summarizes the main point of the work to be done. Please limit the title to no more than 15 words.

### **1. Applicant Information**

- This section is used to compile all the necessary contact information for both the applicant and contact person (if the contact person is not the same as the applicant)
- Personal Guarantee – This is the person that, if the proposal is funded, will personally guarantee the resulting contract that they will pay out of their own money and property for any breach or failure to perform under the contract. If not personally guaranteeing the contract, please detail the collateral that will be used to guarantee the contract.

### **2. Project Categories**

- Please check all appropriate category boxes that your project will address. If your project does not fit any of the listed categories, please check the box next to “Other”.

### **3. Proposed Budget Total**

- Use this section to state the amount of funding you are applying for (under “Grant Funds Requested”) as well as the total amount of matching funds that will be used to support the project (under “Applicant Match Funds Contributions”).
- **The maximum grant award is \$2,500.**
- **A minimum of one-to-one applicant matching contributions are required for all projects.**
- Matching funds are defined as funds contributed towards the completion of the project, which are from private, federal, state (other than state grants), or commodity check-off sources, in an amount that is at least equal to the GTA funds requested for the project. Matching funds must not include other state grant monies.
- Funds from the Mini-Grant Program will be provided contingent upon receiving evidence of necessary matching funds from other sources, assuming the desired project timetable will be maintained.

### **4. Previous Funding/Considerations**

- Please use the checkboxes in this section to let the reviewers know whether or not funding from the Montana Department of Agriculture has been received in the past.

## **5. Disclosure and Confidentiality**

- Please review the statement in this section and, if it is acceptable, sign and date it.

## **6. Project Description**

- Use this section to describe the overall project and the business(es) or organization(s) involved. Explain what the GTA funds are being requested for. Explain the need or opportunity that will be addressed and describe how the project will address it. Also, include a discussion about the level of innovation that will be used in the project. This section is used to clearly define why the project is important and why assistance is needed.

## **7. Statement of Objectives**

- This table is used to define each objective that will be met through the project as well as the activities that will take place in order to attain each objective and the final deliverables that will be given to the Department with the final project report. The objectives should be listed in order of funding priority. Therefore, Objective 1 should be your highest funding priority and Objective 3 should be your lowest priority. It is very important to include as much detail as possible in this section. Also, include the start and finish dates for each activity.

## **8. Project Impacts**

- This section is used to describe the benefits of the project to agriculture in Montana as well as the State of Montana. Also, use this section to describe how you plan to measure the success of the project. Remember that you will be asked to report on these standards at the end of the project so make sure that you define standards that you will be able to measure.

## **9. Key Personnel**

- This section is used to identify each member of the project's team. Please list all appropriate skills, abilities and experiences each person brings to the project.

## **10. Detailed Budget Description**

- Use this section to describe in detail the costs associated with each activity you outlined in Section 7.
- Provide as much detail as possible in "Description" column.
- Please note which of the following categories each cost is attributed to:
  - Consultant Services (professional, technical, operational)
  - Travel
  - Advertising and Promotion
  - Equipment
  - Supplies and Materials
  - Communication (telephone, postage, printing, etc.)
  - Data Processing
  - Other

## **13. Contribution Sources**

- Use this section to summarize the project's budget. Show how each objective's cost will be paid for through GTA funds, applicant match or other contributions.

- **A minimum of one-to-one applicant matching contributions are required for all projects.** Matching funds are defined as funds contributed towards the completion of the project, which are from private, federal, state (other than state grants), or commodity check-off sources, in an amount that is at least equal to the GTA funds requested for the project. Matching funds cannot include other state grant monies. The match may be provided in the form of cash, in-kind services, or other resources, indirect or overhead costs, or a combination of the above. Matching contributions may be provided by the project sponsor or by other supporter(s), and should be contributed as a direct result of the project, not as a result of normal day-to-day operations. Projects with levels of matching above the one-to-one level (or with cash matching funds) may have an advantage in the competitive selection process. The cost of previous research and development leading to the proposed project will not be considered as an eligible cost for matching purposes.

#### **14. Attachments**

- Attach relevant corresponding documents including cost quotes or educational curriculum information.

NOTE: The Montana Agriculture Development Council reserves the right to audit an applicant's books and records relating to the performance of the project during and up to eight (8) years after completion of the project.

Applicants with questions about the Mini-Grant Program or application should write or telephone:

Growth Through Agriculture Program Manager  
Montana Department of Agriculture  
Agriculture Development Department  
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